

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION

Summary of Minutes

November 20, 2007

Voting Members Present:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Marcus Aurelius, Emergency Management
Michael Brashier, Communications Manager, City of Casa Grande
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Leesa Morrison, Director, Arizona Department of Homeland Security
Dan Wills, Battalion Chief, Sedona Fire District
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

Ray Allen, Assistant Chief, Tucson Fire Department
Jan Hauk, Past President, Arizona Fire District Association Representative
Kathleen Robinson, Assistant Chief, Tucson Police Department
Dora Schriro, Director, Arizona Department of Corrections
Danny Sharp, Chief, Oro Valley Police Department
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:05 p.m. by Chairman David Felix. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

Approval of Minutes from September 25, 2007

Chairman Felix called for a motion to approve the September 25, 2007 and October 23, 2007 minutes. Commissioner Dan Wills made the first motion; Commissioner Tracy Montgomery seconded and motion was carried unanimously.

General Business

a) Update on Information Technology Authorization Committee (ITAC) Approval of Public Safety Communications Commission Demonstration Project

Mr. Curt Knight advised the demonstration project was approved by ITAC on October 24 enabling the PSCC to move forward. (An approval letter to Department of Public Safety

Director Roger Vanderpool from Government Information Technology Agency (GITA) Director Chris Cummiskey included as a handout in commissioner's meeting folder.)

Mr. Knight stated we are in the process of obtaining a signature on the supplemental agreement from the City of Phoenix to move forward with the expansion of their system (PRWN) on the White Tank site. A draft review of the Yuma Regional Communications Systems (YRCS) supplemental agreement is underway to expand their system on Oatman Mountain.

Mr. Knight advised demonstration project funds were used to purchase 50 portable radios to be deployed for use during Super Bowl as detailed in the Project Investment Justification (PIJ).

b) Summary of Federal Partnership for Interoperable Communications (FPIC)

Mr. Knight indicated FPIC is an ad hoc group of federal wireless users/practitioners who look for opportunities to share resources (spectrum, funding, communications sites, etc.) as is being done today with City of Phoenix (PRWN) and the Yuma Regional Communications System (YRCS). He advised some federal agencies will be participating in a VHF overlay with the City of Phoenix. It was suggested to FPIC to add some federal channels as the demonstration project progressed from Phoenix into the Yuma County area. This expansion will essentially add federal channels associated with the White Tank, Oatman, and possibly Telegraph Pass sites furthering our federal interoperability.

Mr. Knight advised another FPIC element is their recognition that the southwest border is becoming more of: 1) where do we need/have radio sites, and 2) how do we get good use of/develop new radio sites to avoid a duplication of efforts.

He reported a Southwest Border Working Group meeting took place November 5-7, 2007 in Albuquerque with a number of Arizona representatives and federal counterparts attending to help recognize areas where they might develop joint efforts and common interest not realized previously.

c) Update on Cross Border Communications

Mr. Knight advised a brief article, "The Border La Frontera," was included as one of the handouts in the commissioner's meeting folder pertaining to cross border communications.

Mr. Knight reported in early July 2006 a temporary solution was deployed in Arizona and Sonora to allow communication across the international border with other public safety practitioners in Mexico. This short-term solution is effective until July 2008 where the spectrum being used will need to be returned to the original user, Department of Defense; however, efforts are underway to develop a long-term solution via microwave interoperability connectivity.

A total of six sites are being proposed with anticipated completion by July 2008 for this microwave deployment including the following two in Arizona: Nogales and San Luis. Mr. Knight indicated this solution will connect Customs and Border Patrol with public safety answering points at similar locations in Mexico.

Commissioner Wills questioned the treaty requirements for how the state and locals would make the connection to the proposed sites. Mr. Knight indicated that would be the responsibility of the state and local participants.

d) Summary Overview of Local Public Safety Interoperable Communications (PSIC) Workbooks

Mr. Knight explained the PSIC grant was deployed to the locals via the application workbooks with five prioritized initiatives from which funding would be considered. He reported a total of 29 application workbooks totaling \$49 million were received from the locals of which five workbooks were pulled from further consideration due to not meeting all the grant criteria.

The 24 remaining workbooks were ranked by priority order based on the five prioritized initiatives. A review and recommendation of the 24 workbooks was then conducted by the Interoperability Working Group (IWG), the Regional Advisory Councils (RACs), and ultimately approval by the state Department of Homeland Security. One or two of the RACs have yet to convene for prioritization review of the workbooks in those areas.

Essentially, Mr. Knight advised the application workbooks being reviewed will ultimately be incorporated as elements of the investment justifications (IJs) in support of the Statewide Communications Interoperability Plan (SCIP). He indicated the majority of the workbooks reviewed fell into the category of the first two initiatives: 1) modern regional system enhancement and 2) state microwave backbone infrastructure.

e) Summary Overview of Investment Justifications (IJs)

Mr. Knight indicated after a final review and recommendation there would probably be three (IJs) in support of the PSIC grant as prioritized below:

- modern regional system enhancement,
- state microwave backbone infrastructure, and
- strategic technology reserve (STR)

He explained the STR would be the third IJ which is designated to be used for restoration of communications from a critical failure or massive outage affecting an entire region. Basically, the purpose of the STR is to have a reserve of various types of equipment to deploy for communications restoration.

Statewide Communications Interoperable Plan (SCIP) Final Review and Public Safety Communications Commission Approval

a) Approval for Completion and Submission to U. S. Department of Homeland Security (DHS)

Mr. Knight advised that the SIEC at their morning meeting today made a recommendation for the approval of the SCIP to the Commission recognizing further input, corrections, formatting, and content structure were still ongoing.

Mr. Knight advised the latest SCIP version on the PSCC website is November 11, 2007. He indicated input is still being received and incorporated into the SCIP and the state's target date for submission is November 30 to meet the U. S. Department of Homeland Security deadline by

December 3. Mr. John Murray, Federal Engineering, added they are continuing to make formatting, editing, and content improvements on the SCIP based on feedback received from federal DHS, Science Applications International Corporation (SAIC), and GITA.

Commissioner Marcus Aurelius questioned if edits currently being incorporated would produce any changes to content, form, or policy that would require approval by the Commission. Mr. Murray stated they are addressing gaps that have been identified in content for historical funding and table accuracy of what systems use what frequency bands. He didn't feel there were any significant strategy issues that needed to be addressed by this Commission.

Chairman Felix questioned approving the latest draft with all modifications up to this point with the understanding there would be editing and other minor changes still taking place and with the understanding that another meeting would not be occurring before submission. Commissioner Leesa Morrison expressed there should be subsequent approval of the SCIP at this point.

Chairman Felix called for a motion to approve the latest version of the SCIP with authorization to move forward with the final edit and final submission to the state by November 27. Commissioner Hal Collett made the first motion, seconded by Commissioner Wills and motion passed unanimously. No further discussion took place.

*** (A five minute recess was called by Chairman Felix after the close of agenda item #5.) ***
Upon reconvening from the break, Commissioner Morrison wanted to reopen item #4 to discuss additional information to be included in the final version of the SCIP. Chairman Felix called upon Ms. Lisa Meyerson of GITA to give an explanation of the additional items for review by the Commission regarding Item #4.

Ms. Meyerson advised the Commission there were actionable items in the plan, i.e., development of a governance strategy, migration plan, operating and tactical plans, implementation of IJs, etc., which the state team has spent an extensive amount of time working on and which are not included in the November 11 draft version. She felt these items needed to be reviewed and addressed as they would commit the PSCC and its staff to complete them in a specific timeframe. Without the Commission having seen these specific sections, she didn't want it to be a surprise factor later on upon realizing what commitments those actionable items entailed. It was her recommendation that a copy of these sections in question be sent to this Commission for their review and comments.

Ms. Meyerson advised these sections would not change the IJs or the five initiatives but they would change how those initiatives would be brought into "working reality" for the state of Arizona. She indicated this additional information should not change the motion made earlier regarding acceptance of the SCIP.

Commissioner Collett questioned the possibility of having a conference call with all these materials being made available to the Commission. Commissioner Morrison stated a meeting would need to be conducted in an open meeting fashion. She questioned if there was a request for feedback from the Commission without the PSCC convening would the Commission be able to email in those recommendations without taking a vote.

Assistant Attorney General Lisa Maxie-Mullins questioned if Commissioner Morrison was requesting legal advice regarding the issues brought forward. Commissioner Morrison moved to go into executive session to obtain legal advice regarding discussion by commissioners via email and what legal requirements are associated with a telephonic conference, seconded by Commissioner Wills. Motion passed unanimously. At this time, the meeting attendees were asked to vacate the room leaving no personal items behind. Chairman Felix read the Executive Session statement pursuant to Arizona Revised Statutes § 38-431.03 and 38-431.03(B).

Upon reconvening from Executive Session, Chairman Felix called the meeting to order and indicated the need to set a date to approve the final SCIP. (New meeting date discussed under agenda item #5.)

Ms. Meyerson recapped there are six main initiatives and indicated additional detailed plans for bringing those forward in the future are detailed in one section of the SCIP for your review. Mr. Murray indicated he could also help identify those areas with substantive changes.

Date, Time and Location of Next Meeting

a) Determine Frequency for Future Meetings

Chairman Felix expressed we should continue on a monthly meeting schedule from December through March timeframe being this was still a work in progress. He requested any thoughts or comments related to frequency of meetings. Commissioner Mike Worrell advised he would be engaged in Super Bowl planning activities in January. No further objections arose regarding meeting frequency and the next scheduled meeting for December 11 remained unchanged with a subsequent meeting scheduled for January 22, 2008.

Commissioner Morrison motioned that a PSCC meeting be held on Wednesday, November 28. Commissioner Wills seconded and motion passed unanimously. A meeting time of 2:00 pm was suggested.

Chairman Felix requested the PSCC Support Office determine a meeting location and time, preferably in the afternoon as suggested by several commissioners. He also advised researching the capability of commissioners appearing telephonically for the November 28 meeting.

Call to the Public

No comments or questions arose.

Recommendations for Future Meetings

Chairman Felix stated this was discussed under agenda item 5 (Date, Time and Location of Next Meeting). No further questions or comments arose.

Adjournment

Chairman Felix called for a motion to adjourn. Commissioner Collett moved to adjourn with second motion made by Commissioner Montgomery. Motion carried unanimously. Meeting adjourned at 1:55 pm.